

JOB OPPORTUNITY

Job Opportunity Bulletin: #09-122

Final Filing Date: February 8, 2010

Position:	Salary:	Location:
Staff Services Analyst (General)	Range A - \$2817 - \$3426 Range B - \$3050 - \$3708 Range C - \$3658 - \$4446	Office of Statewide Health Planning & Development Health Professions Education Foundation 400 R Street, Suite 460 Sacramento, CA 95811

General Statement:

The Health Professions Education Foundation (Foundation) is the state's only non-profit foundation funded by stable sources of revenue such as licensure fees, special funds, private foundations, and corporate donations. The Foundation awards scholarships and loan repayments to healthcare professionals to practice in medically underserved areas and is recruiting for a dynamic and driven individual to join our team. As a Program Officer for the Steven M. Thompson Physician Corps Loan Repayment Program (STLRP) and the Licensed Mental Health Services Provider Education Program (LMHSPEP), the incumbent performs program evaluation, planning and implementation; policy analysis and formulation; as well as systems development.

Duties:

- Responsible for the oversight and daily operations of the Foundation's programs, including implementation and oversight of the STLRP and the LMHSPEP; conducts outreach; processes applications and prepares staff analyses for program operations; reviews applications/nominations, coordinates with Selection Committee and make recommendations for awards; monitors approved contracts for compliance; prepares monthly monitoring reports and monitors program's expenditures.
- Performs regulation development; reviews and makes recommendations for changes or enhancements including Foundation/ STLRP and LMHSPEP applications and criteria for loan repayments.
- Conducts analyses of program results and oversees development of annual STLRP and LMHSPEP reports; develops statistical and written reports and prepares recommendations for program outreach and/or increased program effectiveness.
- Analyzes related legislation and determines any fiscal, programmatic or policy impact on the Foundations' programs. Oversee and implement Regulations development for STLRP, to revise current statute for the program. Serve as lead reviewer of legislative and budgetary proposals, reviews other analysts assignments and works with analysts to provide technical and accurate information.

Desirable Qualifications:

- Knowledge and/or experience of program and/or organizational development.
- Ability to analyze data and present the information verbally and in writing.
- Excellent written and oral communication skills.
- Strong prioritization, organizational and time management skills.
- Excellent interpersonal skills.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a State Examination and/or Employment Application, STD. 678, and a resume to:

OSHHPD - Health Professions Education Foundation

Attention: Karen Isenhower (**JOB #09-122**)

400 R Street, Suite 460

Sacramento, CA 95811

For more information contact Karen Isenhower at (916) 326-3656

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.